



STEPS IN THE BRIEFING PROCESS



- **Research the topic.**
- **Plan your briefing.**
- **Deliver a practice briefing.**
- **Revise.**
- **Deliver the final briefing.**



RESEARCH THE TOPIC



- **Obtain all available information.**
- **Write detailed notes.**
- **Organize your notes.**
- **Determine the purpose of your briefing.**
- **Determine the role of the briefer.**
- **Determine the audience.**
- **Determine the setting.**
- **Determine the time constraints.**



POSSIBLE RESPONSES



- **Voice**
- **Enunciation**
- **Rate of Speech**
- **Body Language**
- **Gestures**
- **Posture**
- **Poise**
- **Movement**
- **Using Visual Aids**



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CONTROLLING IDEA



- **Relevant**
 - To the purpose**
 - To the audience**
 - Does not waste the audience's time**
- **Focused**
 - A single idea**
 - Appropriate scope**
 - Clear and simple**
- **Just Enough**
 - Supporting information**
 - To answer all questions**



BODY OF THE PRESENTATION



- **Chronological order**
- **Left to right, top to bottom**
- **Cause-effect, effect-cause**
- **Most important first or last**
- **General to specific, specific to general**
- **Bad news, good news**
- **Compare and contrast; similarities and differences**
- **Problem solutions**